

ROBERT WILSON  
Mayor

PAM GRIDER  
Mayor Pro-Tem

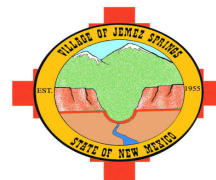
## VILLAGE OF JEMEZ SPRINGS

### *Municipal Office*

080 Jemez Springs Plaza  
PO Box 269, Jemez Springs, NM 87025  
Phone (575) 829-3540 • Fax (575) 829-3339

Municipal Clerk  
vclerk@jemezsprings-nm.gov

Website: [www.jemezsprings-nm.gov](http://www.jemezsprings-nm.gov)



DAVID P. RYAN  
Trustee  
MANOLITO SANCHEZ  
Trustee  
ROGER SWEET  
Trustee  
SYLVIA A. ROYBAL  
Deputy Clerk

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## Village Clerk / Treasurer

### Job Description

Salary Range: \$14 to \$25 per hour

Education: Post-Secondary Education and/or applicable work experience

The Village Clerk / Treasurer also has the responsibilities enumerated in the position of Finance officer/HR Director as described by Village Ordinances.

### **Duties and Responsibilities include:**

- Maintains custody of the Village's seal and public records including certification, recording, archiving and destruction of documents.
- Serves as the Village's Procurement Officer .
- Under general direction, oversees and directs Village personnel policies and procedures, including hiring, disciplinary actions, exit interviews.
- Oversees Village's financial functions, maintaining the Accounting System, including preparation of financial reports, communication with DFA and Independent Accountants, preparation of the annual budget and grant management.
- Attends all council meetings.
- Administers all municipal elections.
- Prepares all ordinances, resolutions, and proclamations to be executed, recorded, archived, and distributed.
- Seeks sources of funding and prepares Grant applications.
- Supervises the Village office.
- Answers requests for information regarding Village Ordinances, policies and procedures.
- Oversees Wastewater billings, collection and maintenance of records.
- Overseeing accounting system
- Oversees and directs Village personnel policies and procedures, including hiring, disciplinary actions, exit interviews.
- Provides administrative support to the Mayor and Council and performs other duties as assigned.

**Knowledge and Skills:**

Must be able to manage a Municipal office with the many functions, demands and legal requirements of a government entity. Must have an understanding of requirements of governmental financial and Clerk functions. Must be computer literate. Be able to prepare and monitor budgets. Ability to train, supervise and evaluate staff. Establish and maintain effective working relationships with local, state and federal officials, village department heads, employees and the public.

**Send Resumes to:**  
**Village of Jemez Springs**  
**Attn: Mayor**  
**PO Box 269**  
**Jemez Springs, NM 87025**